



KING COUNTY
ADMINISTRATIVE SPECIALIST II – TLT
PUBLIC HEALTH – SEATTLE & KING COUNTY
ENVIRONMENTAL HEALTH DIVISION/EASTGATE PUBLIC HEALTH
Hourly Rate Range: \$15.68 – \$19.88 (2004 Rates)
Job Announcement: 05MH5069TLT
OPEN: 3/30/05 CLOSE: 4/8/05

WHO MAY APPLY: This Term Limited Temporary (TLT) position is open to qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Terri Jenkins-McLean at (206) 296-9734 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. Application materials may be faxed to (206)205-5430.

FORMS AND MATERIALS REQUIRED: [A King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Public Health Seattle & King County; 14350 SE Eastgate Way; Bellevue, WA 98007

WORK SCHEDULE: This full time TLT position is overtime eligible. It works a 40 hour work week; Monday through Friday.

DURATION: This Term-Limited Temporary position is benefit eligible and has an expiration date of December 30, 2006.

PRIMARY JOB FUNCTIONS INCLUDE:

Provide technical support to manage data for a Department of Ecology Clean Water Centennial Grant. The position includes: Establish, maintain, code, modify, track and retrieve information and compile data that requires information searches through files, records, microfilm, as-built blueprints, verifying information, editing and managing data. Interpret technical program-specific information, and follow established policies and procedures when indexing and filing complex engineering drawings.

QUALIFICATIONS:

- Application materials will be used in evaluating applicants' skills, including written communication skills.
- Alphanumeric filing skills, basic math skills, and the ability to enter data with at least 85% accuracy and a minimum of 3000 keystrokes per hour. **Applicants will be tested in these skills.**
- Skilled at using word processing and spreadsheet software to complete assigned clerical tasks. **Applicants will be tested in these skills.**

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Knowledge of the operation of computers including Outlook, and accessing the web.
- Skilled in prioritizing and completing multiple tasks simultaneously.
- Skilled in problem solving.
- Ability to review documents and synthesize information.
- Analytical skills.
- Initiative and accountability for work product.
- Skill and ability in following oral and written instructions.
- Skill and ability in following through on assignments as directed.
- Interpersonal and human relations skills.

DESIRED QUALIFICATIONS:

- Knowledge of Acorde software and document scanning systems.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation. (*licensure, pre-employment physical*).
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

UNION MEMBERSHIP: Local 17.

SEQUENCE NUMBER: 80-8387-9324